

## CHAPTER VI

### PROFESSIONAL CONDUCT/ANTI-HARASSMENT POLICY:

The City is committed to establishing a professional and congenial work environment, and will take reasonable steps to insure that the work environment is pleasant for all who work here. All employees are expected to treat others with courtesy, respect, and professionalism. The City will not tolerate the harassment of any other employee or citizen by any other employee or supervisor. Employees may not use epithets, slurs, or any other terms or language designed to threaten, insult, intimidate, or show hostility to another. Employees are prohibited from posting or circulating in the workplace any written or graphic materials or other objects that attack, defame, belittle, degrade, or show hostility or aversion to any person or group of persons.

In addition, harassment for any discriminatory reason, such as race, gender, national origin, disability, age, religion, or veteran status is prohibited not only by State and Federal laws, but also by the policies of the City. The City prohibits not only unlawful harassment, but also other types of unprofessional or discourteous conduct. Accordingly, derogatory racial, ethnic, religious, age, gender, sexual, or other inappropriate remarks, slurs, "jokes", written material, or actions will not be tolerated in the workplace.

Included in this prohibition is a prohibition against sexual harassment, which includes unwelcome sexual advances, request for sexual favors, or any other visual, verbal, or physical conduct of a sexual nature when:

- A. Submission to the conduct is made either implicitly or explicitly a term or condition of employment, and/or;
  - 1. Submission to or rejection of the conduct is used as a basis for an employment decision, and/or;
  - 2. The harassment has the purpose or effect of unreasonably interfering with the employee's work performance or of creating an environment that is intimidating, hostile, or offensive to the employee.

Each individual must exercise his/her own good judgment to avoid engaging in conduct that may be perceived by other employees, visitors, or the general public as harassment. Forms of harassment include but are not limited to

- A. Verbal: Sexual innuendoes, racial or sexual epithets, derogatory slurs or jokes, off-color jokes or stories, propositions, threats, and suggestive or insulting sounds.
- B. Visual/Non-Verbal: Derogatory posters, cartoons, faxes, drawings, pictures, suggestive objects or pictures, graphic commentaries, leering and obscene gestures.
- C. Physical: Unwanted physical contact including touching, interference with the employee's normal movements, or threatening gestures.
- D. Other: Making or threatening reprisals as a result of a negative response to a harassing action.

Any employee or applicant who feels that he/she has been subjected to harassment or otherwise has been discriminated against due to his/her race, color, religion, national origin, gender, sexual orientation, age, disability, or veteran status, or who witnesses such harassment of or

discrimination against another employee should promptly report the incident. A complaint form is attached as "Appendix A". The original of the complaint form is to be given to the supervisor or department head with a copy given to the City's Personnel Department. Although employees are encouraged to discuss issues of alleged harassment or discrimination with their immediate supervisor or Department Head, they may by-pass their immediate supervisor or Department Head, and report the incident directly to Personnel. This is particularly true if the employee believes the supervisor or Department Head is involved in the alleged harassment or discrimination incident. Further, any supervisor who gains information regarding allegations of harassment or discrimination is to immediately report the same to the Personnel Department.

All complaints of harassment or discrimination will be investigated. In determining whether alleged conduct constitutes harassment or discrimination the totality of the circumstances, the nature of the harassment, and the contexts in which the alleged incident occurred will be considered. Except as deemed necessary to investigate and remedy violations, management will keep any complaint and the information revealed in the investigation as confidential as is possible.

All employees are strongly encouraged to use the complaint procedures as set herein if they believe they have been subjected to harassment or discrimination. Before it becomes a serious problem, and the conduct interferes with an individual's work performance or creates a hostile work environment, employees are encouraged to notify management of conduct that may violate this policy. This will allow management to address the situation in a timely and appropriate manner.

The initiation of a complaint in good faith will not be grounds for discipline. It is a violation of the City's policy for an individual to be disciplined or otherwise disadvantaged as a result of a good faith resort to this complaint procedure. However, deliberately reporting false allegations may be considered a form of harassment and may subject an employee to appropriate discipline.

If a person has been determined to have violated this policy, the City will take appropriate action designed to prevent any further incidents of inappropriate behavior. If necessary this could include disciplinary action up to and including termination. In addition, management and supervisory employees may face disciplinary action if they fail to take corrective action after becoming aware of the existence of harassing or discriminatory actions, regardless of whether the victim has filed a formal complaint.

# **CITY OF MARLOW**

## **PERSONNEL POLICIES**

### **CHAPTER 1**

#### **INTRODUCTORY COMMENTS:**

The purpose of this manual is to establish policies, which will serve as a guide to administrative action concerning various personnel activities and transactions. These policies may be changed, modified, rescinded, or suspended from time to time, with or without notice. These policies do not constitute enforceable rights by city employees, do not create a property interest, do not change employee's employment at will status, nor do they constitute a substantive modification or restriction on the City Administrator's right to terminate or discipline any employee for the good of the service.

#### **CITY CHARTER SUPERIORITY:**

The provisions of the City Charter will supersede conflicting rules and regulations in this manual or in any operating procedures to implement these policies.

#### **EEO STATEMENT:**

The City recognizes and supports the policy of equal employment opportunity and provides all applicants and employees equal opportunity without regard to race, color, religion, sex, national origin, age, marital or veteran status, political affiliation, disability status, or any other legally protected status.

#### **AUTHORITY TO AMEND POLICIES:**

The City Administrator has the sole responsibility for granting waivers or amendments to any administrative or personnel policy or procedure, subject to restrictions of the City Charter. The City Administrator may also promulgate administrative policies, etc. There may be on occasion, a conflict between this policy or working conditions, either written or unwritten. If this occurs, then this manual shall apply. This policy will not override any collective bargaining agreement.

**1-8-4: MUNICIPAL POLICY AND BUSINESS:**

- A. Setting Policy; Limitations: The city council shall set policy for the efficient administration of municipal government and carry out their responsibilities, powers and duties as officers and as a corporate and politic body, within the limits prescribed by the state constitution and laws and this city code. (1985 Code □ 1-12)
- B. Discrimination: It shall be the policy of the municipal government that no person shall be discriminated against on the grounds of race, creed, color, sex, religion, national origin, age, or handicap, unless such action is related to a bona fide occupational qualification reasonably necessary to the normal operation of the city, in employment or other activities sponsored directly or indirectly by the city. (1985 Code □ 1-12; amd. 2004 Code)
- C. Voting Requirements And Restrictions:
1. Every member of the city council who shall be present when the opportunity or need arises to vote upon a question, shall vote thereon, unless excused by the unanimous consent of those city council members present, or unless he is directly or indirectly interested in the question, in which event he shall disclose his interest to the city council and it shall be made a matter of record.
  2. Voting procedures of the city council shall be consistent with the requirements of the city charter, state law and other local regulations. (1985 Code □ 1-12)

# APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION:

DATE: \_\_\_\_\_

SOC. SEC # \_\_\_\_\_

NAME \_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_

PERMANENT STREET \_\_\_\_\_

PHONE # \_\_\_\_\_ VALID DRIVERS LICENSE # \_\_\_\_\_

U S CITIZEN: YES \_\_\_\_\_ NO \_\_\_\_\_ IF NOT-DO YOU HAVE WORK PERMIT: \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES TO ABOVE QUESTION, ANSWER THE FOLLOWING: \_\_\_\_\_

WHERE: \_\_\_\_\_ WHEN: \_\_\_\_\_

WHAT: \_\_\_\_\_

STATE NAME AND DEPARTMENT OF ANY RELATIVE OTHER THAN SPOUSE, ALREADY EMPLOYED BY CITY \_\_\_\_\_

REFERRED BY: \_\_\_\_\_

EMPLOYMENT DESIRED: \_\_\_\_\_

POSITION: \_\_\_\_\_ DATE YOU CAN START \_\_\_\_\_ SALARY DESIRED \_\_\_\_\_

ARE YOU EMPLOYED NOW? \_\_\_\_\_ IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? \_\_\_\_\_

Ever applied to this Company before? \_\_\_\_\_ Where? \_\_\_\_\_ When? \_\_\_\_\_

EDUCATION \_\_\_\_\_

Last year Completed \_\_\_\_\_ Did you Graduate \_\_\_\_\_ Subjects studied Degree(s) received \_\_\_\_\_

GRAMMER SCHOOL \_\_\_\_\_

HIGH SCHOOL \_\_\_\_\_

COLLEGE \_\_\_\_\_

BUSINESS/TRADE SCHOOL/CORRESPONDENCE \_\_\_\_\_

REFERENCES: Give below the names of three persons not related to you, whom you have known at least one year.

NAME	ADDRESS/ PHONE NUMBER	BUSINESS	YEARS ACQUAINTED
1.			
2.			
3.			

FORMER EMPLOYERS: LIST BELOW LAST THREE EMPLOYERS-START WITH LAST ONE FIRST

DATE MONTH/YEAR	NAME/ ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM ----- TO				
FROM ----- TO				
FROM ----- TO				

PHYSICAL RECORD:

1. DO YOU HAVE ANY PHYSICAL CONDITION WHICH MAY LIMIT YOUR ABILITY TO PERFORM THE JOB APPLIED FOR? YES \_\_\_\_\_ NO \_\_\_\_\_

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IN CASE OF AN EMERGENCY NOTIFY:

NAME	ADDRESS	PHONE #	RELATION
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I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT ANY MISREPRESENTATION OR OMISSION OF FACTS REQUESTED IS CAUSE FOR IMMEDIATE DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL PERSONAL AND MEDICAL RECORDS RELATING TO MY WORK RECORD AS MAY BE NECESSARY TO ARRIVE AT AN EMPLOYMENT DECISION OR TO VERIFY FACTS STATED BY ME IN THIS APPLICATION.

I UNDERSTAND THAT THE CITY OF MARLOW IS UNDER NO OBLIGATION TO INFORM ME OR ANY OTHER PERSON OF THE REASON FOR MY REJECTION FOR EMPLOYMENT.

I UNDERSTAND, THAT, IF HIRED, ANY OVERTIME COMPENSATION DUE ME MAY BE PAID IN WAGES OR COMPENSATORY TIME AT THE SOLE DISCRETION OF THE CITY OF MARLOW.

I DECLARE THAT ALL STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEFS.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, creed, color, age, sex, religion, or national origin.

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DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY: \_\_\_\_\_ DATE \_\_\_\_\_

REMARKS: \_\_\_\_\_

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